



## Information Privacy and Security Council (IPSC)

### Meeting Agenda

October 20, 2010 1:00 PM to 4:00 PM

Participants and the general public can join the meeting at any of the following State VCCs:

Kalanimoku Building 1151 Punchbowl Street Room 410 Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street First Floor Wailuku, HI 96793	Lihu'e State Office Bldg. 3060 Eiwa Street Basement Lihu'e, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720
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- I. Call to Order – Welcome Russ Saito, Chair
- II. Approval of previous meeting minutes Russ Saito
- III. Reports from Investigative Committees
  - a) Executive Summary collection and report Todd Crosby
    - o Update on agency reporting
  - b) Distribution and collection of Agency PII annual reports and Summary Andrew Tseu
    - o Update on agency reporting
  - c) Collection of Agency Designees for Policy and Oversight for the Protection of Personal Information Todd Crosby
    - o Update on agency designee submittal
  - d) Investigation of Best Practices, Automated Tools, and Training Jodi Ito
    - o Discussion of future enhancements
  - e) Breach Policy Guidelines & Personal Information Best Practices David Keane
    - o Discussion of future enhancements
  - f) Social Security Number Protection Jodi Ito
    - o Report from Committee and discussion
  - g) Digital photocopier / multi-function device Security & Best Practices Mel Decasa
    - o Report from Committee and discussion
  - h) Template for Breach Notification Jodi Ito
    - o Vote on adoption and publication of submitted document
  - i) Human Resource Privacy Guideline David Keane
    - o Report from Committee and discussion
  - j) P-20 Organization and Data Privacy / Security Jodi Ito
    - o Report from Committee and discussion
- IV. Announcements Council
- V. Adjournment Russ Saito

Next meeting date: November 17, 2010 from 1:00 PM to 4:00 PM

*Individuals who require special needs accommodation are invited to call Eleanor Suzuki at (808) 586-1920 x315 at least **five working days** in advance of the meeting.*